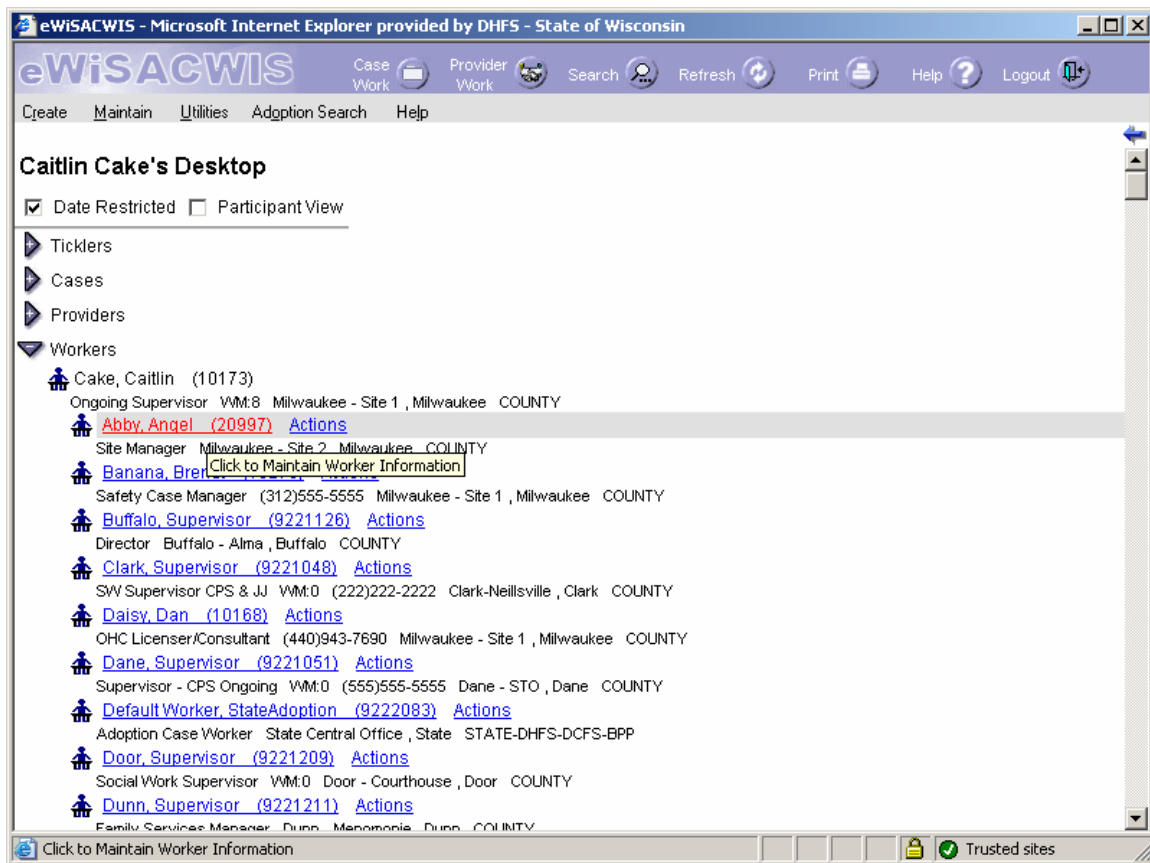# Maintaining Individual Worker Training Record

1. From the Supervisors desktop, under the worker expando, select the worker to Maintain the Individual Training Record.

2. The Worker Information window will open. The Basic Tab is a view only screen regarding the worker. To maintain this tab, the supervisor would need to go back to the desktop and go up to Maintain>Worker (This will be covered in a separate Quick Reference Guide).

Maintaining Individual Worker Training Record

3. The Individual Training History Tab is used to record training information for staff. The Begin Date of Child Welfare employment in Wisconsin, Pre-Sevice, Ongoing and Foundation are user entered dates.

4. The Insert button will allow multiple rows to be added to the Worker's Record. The Course and Source fields are free flow text fields. Complete the record by adding the Date Start, Date Complete, and Hours Completed if needed.

   If the record was entered in error, select the Delete Hyperlink to the right of the record that needs to be deleted.

5. Select Save to save the record and Close to return to the Desktop.

6. To view historical records, follow steps 0ne and Two.

Maintaining Individual Worker Training Record

7. Use the Individual Training History tab to view and/or update a worker's training plans. To create the Training Plan, enter a four digit year in the Enter Training Plan Year field. A new row will be inserted.

Maintaining Individual Worker Training Record

8. Enter the Training Area and Competencies from the drop down values supplied. Anchors for each of the competencies are listed below under the expando titled Casework Process/Case Planning Competency Code Descriptions. The Narrative field is a free flow text field. The Delete Hyperlink will delete the associated rows.

9. Save will save the record and Close will return to the Desktop.

Maintaining Individual Worker Training Record